

OUTREACH WORKER

DEFINITION

Under general supervision, is responsible for disseminating information about and assisting citizens to take advantage of community programs and services; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Urges target citizens to seek professional help and guidance from programs and services;

Follows up on contacts and submits reports of outreach activities;

Seeks out individuals throughout the community and speaks with them to become familiar with their problems;

Participates in community and neighborhood events and activities calculated to acquaint the residents of an area with services or programs;

Speaks before community groups to establish rapport between community and program representatives and to publicize available programs and services;

Arranges transportation for individuals to testing and treatment facilities or other community-based services;

Contacts other agencies and groups to solicit their aid and cooperation with outreach programs;

Maintains records on individuals who require treatment and/or participate in the programs;

May prepare news releases and promotional material concerning outreach programs and services.

GUIDELINES FOR CLASS USE

Some positions may require specialized skills or background due to the nature of or funding requirements for the program. This classification is restricted for use only in the Department of Health.

MINIMUM QUALIFICATIONS

Completion of the twelfth school grade. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement.

Possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the techniques used in planning and composing informational pamphlets, bulletins and speeches; ability to communicate one-on-one and in group situations with people of varied backgrounds; ability to write descriptive sentences; ability to read reports, letters and manuals; ability to perform basic mathematical functions.

Probationary Period:	365 Days
Examination:	Noncompetitive
Class Code:	3112
Job Family:	Health and Social Services
EEO Job Category:	Paraprofessional
Compensation Plan:	AFSCME
Salary:	Range 13-18
Class established:	12-31-74
Current spec:	03-13-00
Commission action taken:	Revise Revise/Merge (Outreach Worker II into Outreach Worker I) Retitle (Outreach Worker I) Consistent with ADA regulations
Last reviewed:	03-13-00